

U.S. Department of Energy - Energy Efficiency and Renewable Energy
Federal Energy Management Program

Services:

Office Energy Checklist

The following is a simple checklist of energy conservation/efficiency measures to use at the office. This document is also available as a printable flyer for download ([PDF 86 KB, 1 p](#)). [Download Acrobat Reader](#).

- ☐ Always use Compact Fluorescent Lights (CFLs) in desk lamps as opposed to incandescent lights
- ☐ Switch off all unnecessary lights
- ☐ Use natural lighting when possible
- ☐ When working late, use task lighting to directly illuminate work areas
- ☐ Unplug equipment that drains energy even when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.)
- ☐ If possible, turn off your office equipment and or computer monitors at the end of the work day
- ☐ Use efficient ENERGY STAR® products
- ☐ Close or tilt window blinds to block direct sunlight to reduce cooling needs during warm months
- ☐ Photocopy only what you need
- ☐ Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper
- ☒ ~~Collect your utility bills. Separate electricity and fuel bills. Target the biggest bill for energy conservation remedies.~~ N/A
- ☐ Carpool, bike, or use mass transit when commuting to work
- ☐ To save gas: drive the speed limit, accelerate and decelerate slower, and make sure tires are pumped up
- ☐ Use durable coffee mugs instead of disposable cups